



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
BRYCE HOSPITAL
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JIM REDDOCH, J. D.
COMMISSIONER

SHELIA PENN, BSN, MPH
FACILITY DIRECTOR

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION
AN EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE: Planning & QA Specialist IV

NUMBER: 13-28

JOB CODE: Q4000 **SALARY RANGE:** 80 \$52,663.20-80,287.20

POS. # 8846068

JOB LOCATION: Bryce Hospital

DATE: 6/28/13

QUALIFICATIONS: Masters degree in Public Administration, Business Administration, Social Work, Nursing, Psychology, Special Education, Education, or a social science field that includes training in statistical analysis or research. Considerable (48 months or more) progressively responsible administrative experience in program planning and research is required.

Necessary Special Requirement: Possession of licensure or certification, if required for the particular discipline.

KIND OF WORK: Develop and coordinate implementation of the Planning and Quality Assurance Program. Provide consultation to the Hospital Director and other department heads within the facility with regard to Joint Commission and CMS regulations. Organize and conduct mock surveys within the Hospital. Collect and maintain a management information system sufficient to submit periodic reports on quality improvement activities. Such reports will include the monthly Governing Body Status Report, Governing Body Quarterly Report, and various others. Provide information for developing in-service training needs to the PI Committee. Collect and submit reports of MI Division QI data. Coordinate and plan for in-service training needs of staff based on outcomes of QI monitoring and performance appraisals so that staff knowledge and skill deficits are corrected. Attend required in-services so that knowledge and skills are maintained and enhanced. Provide the Hospital Director with weekly reports in a timely manner. Enter data into CARES system in order to monitor data on patients. Serve as member of the Hospital Management Council. Chair Quality Improvement Committee. Conduct environmental surveillance on a weekly basis to assure compliance and guidelines to promote a safe environment. Perform other related duties as assigned by Hospital Director.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of laws, rules and regulations to include Alabama Medicaid Agency, State Board of Health, Joint Commission, and CMS. Ability to plan, organize and prioritize work activities. Ability to compile and analyze quality improvement data and prepare detailed reports. Knowledge of personal computer programs (Word, Excel, and Power Point) and use these skills and abilities to process and prepare various reports and spreadsheets. Ability to develop instructional materials needed to conduct staff training sessions. Ability to work with all levels of staff in a professional manner. Effective oral and written communication skills.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their job related training, abilities, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screening is required. Security clearances will be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.

HOW TO APPLY: Use an "Application For Professional Employment" (Exempt Classification) which may be obtained from the website below or the Bryce Hospital, Human Resources Department. Applications should be returned to the Bryce Hospital, Human Resources Department, 200 University Boulevard, Tuscaloosa, Alabama 35401 by **UNTIL FILLED** in order to be considered for this position. Indicate your Alabama nursing licensure number on your application as directed. Current nursing licensure must be presented for inspection at time of interview. **An official copy of your academic transcript from the university or college from which you received your nursing degree is required and must be forwarded by the college or university to the Human Resources Department at the above address.**

"Only work experience detailed on the application form will be considered. Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application."

www.mh.alabama.gov